

## COMPUTER RESOURCES & FACILITIES USAGE GUIDELINES

1. All computer software and/or documents developed by students, faculty, staff, or others on college time and/or equipment becomes the property of Columbia State Community College. Computing documents may be examined or disclosed by this college if there is reason to suspect violation of college policies.
2. Purchase of all computer hardware or software by any department must be approved by the Associate Vice President for Information Technology.
3. The computer labs are open to all Columbia State faculty, students and staff on a first-come first-served basis during open periods. Students in scheduled classes have first priority on the equipment during their assigned lab periods.
4. All systems to be written by Information Technology personnel must be planned and requested through the office of the Associate Vice President for Information Technology before the fiscal year in which work is to begin. Work requiring minimal programming effort should be requested directly through the Associate Vice President for Information Technology via proper form with required signatures.
5. Access to the computer room is restricted and any entry must be accompanied by an Information Technology staff member.
6. Tours of the computer room are conducted with advance notice and only under the supervision of the Associate Vice President for Information Technology or designated Information Technology staff member.
7. Columbia State assigned accounts are the property of Columbia State Community College and account usage may be monitored at any time without prior notice. Computer facilities may be used for college educational and administrative purposes only.

Computer facilities at Columbia State are available to all students, faculty, and staff upon written application. The applicant is the authorized user. Approved authorization may not be shared with others. Other users may receive computer access upon written application and approval by the Associate Vice President for Information Technology. It is the responsibility of Information Technology personnel to maintain a stable operational environment for all users and to provide security for all programs and files currently residing on available computer systems. Cooperation of all users in the form of ethical and responsible behavior is required at all times so that all may share resources freely and equitably.

The following rules and regulations are to define all users' limitations. These rules are separate and apart from the code of conduct as approved by the Tennessee Board of Regents. Any violations shall be termed "computer misuse", and the offender shall be referred to the respective college office for disciplinary action.

1. A computer account may not be used by anyone other than the applicant(s) and for any purpose other than that stated on the application form. A user may not attempt to learn the password of any other user and may not attempt to alter or destroy the files belonging to others.
2. An individual may not access or copy the program(s) or data belonging to other individual(s) or to Columbia State without permission.
3. Equipment, programs and data provided by Columbia State may not be taken to other sites without written permission from the Associate Vice President for Information Technology.
4. An individual may not tamper with or change any switch setting on any devices without approval from an Information Technology staff member. A user may not unplug a Columbia State computer system from the network, and plug their personal computer into the network.
5. A user may not monopolize any available resource to the extent of denying others fair use. Any non-productive use of the computer, i.e., game-playing, chat, etc. will be restricted to time intervals designated by Information Technology staff.
6. Use of the Columbia State computer system for conducting personal business is prohibited.
7. An individual may not load software onto any computer without permission of the Associate Vice President for Information Technology. The request to load software must be accomplished by documentation indicating such duplication is permitted by software license. A copy of the software license for any application must be kept in the Information Technology office in Warf 110.
8. Use of unlicensed software is prohibited. Software license(s) should be verified by the Associate Vice President for Information Technology.
9. Computer resources must not be used for any unlawful purposes. It is NOT acceptable to transmit or receive threatening, obscene, or harassing materials.

The dispositions listed below (not an all inclusive list) are examples drawn from the sanctioned policy of the Tennessee Board of Regents Code of Conduct:

1. Revoking of the individual's right to use the computer, either on a temporary or permanent basis
2. probation, suspension or expulsion
3. Financial assessment for computer services
4. Legal prosecution

In the event that other college regulations are violated, additional penalties may be imposed. Unauthorized use of the computer by an individual other than a member of the college community may be adjudged a felony, and the individual may be liable to legal prosecution.

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